



**NC DEPARTMENT
of COMMERCE**
RURAL ECONOMIC
DEVELOPMENT

Roy Cooper
GOVERNOR

Machelle Sanders
SECRETARY

Kenny Flowers
ASSISTANT SECRETARY

MEMORANDUM

TO: Community Development Block Grant Recipients

FROM: Iris C. Payne, Director of CDBG Programs *ICP*

DATE: December 14, 2021

SUBJECT: 2021 Annual Performance Report

It is time again for the Annual Performance Report (APR). As you may be aware, the Department of Commerce is required to report accomplishments achieved with Community Development Block Grant (CDBG) and supplemental funding received from the U.S. Department of Housing and Urban Development (HUD) called the Comprehensive Annual Performance Evaluation Report (CAPER) as per 24 CFR Part 91. The accomplishment data reported to HUD includes actual expenditures, beneficiary information, Section 3 data and Fair Housing activity information occurring as a result of active grants open during the calendar year as collected from grantees in the APR materials.

Grantees should submit an APR for all active grants: 1) that were open (not in Closed Pending Final Audit or Final Close status); or 2) where a Grant Agreement and Funding Approval were signed by the Department between January 1, 2021-December 31, 2021. If a grant closed out at some point during this time period, the grantee should have submitted close-out accomplishment data along with the Certificate of Completion as part of the close-out process. If you are not sure of your close-out status, please contact your Grant Representative. Please note that the APR must be completed for an active grant, even if no CDBG funds were expended during this time period.

For Section 3, Language Access Plan (LAP), Fair Housing activities, and Section 504 reporting, please complete each of the following:

1. Section 3 HUD Form 60002-for each active grant number
2. Fair Housing Activities Annual Report Form- per grantee
3. LAP Annual Report Form-per grantee
4. Section 504 Annual Report Form- per grantee

Please note that the Language Access Plan, Fair Housing and Section 504 reports are grantee specific; therefore, only one report per grantee is required. However, please include a physical copy of these reports for each active grant for your community.

One completed original signed hardcopy of the APR along with all required plans must be submitted to the Department of Commerce by **Monday, January 31, 2022, by 5:00 p.m.** **Faxed copies will NOT be accepted.** Please note that a completed APR filing is one in which all required forms are submitted, all data provided is accurate and the document is signed by the Chief Elected Official (or approved designee). Meeting this January 31st deadline is critical for the Department to submit the report to HUD. In order to comply with HUD reporting requirements, the Department needs time to compile and aggregate data for all active grants, develop a draft report for public comment, hold a public hearing and finalize and submit the report by the required deadline.

Because of the statutory nature and time sensitivity of our complying with this reporting requirement, if the Department does not receive your required APR by **Monday, January 31, 2022, by 5:00 p.m.**, your program and administrative funds will be frozen until the completed, original signed APR is received. In addition, the timeliness of the submission of this required report will be taken into consideration when determining future funding. Please note, if funds are frozen, you are still required to conform to the approved performance-based contract.

You must complete the forms that are available on our website under Grants Management Documents:

<https://www.nccommerce.com/documents/guidance-instructions-completing-your-2021-annual-performance-report-apr>. These forms have been updated and include instructions for completion. We encourage you to visit our website for additional information on the 2021 Annual Performance Report process.

Please submit your APR to:

Mailing Address for Rural Economic Development Division:

Mail Service Center:

4346 Mail Service Center
Raleigh NC 27699-4346

Street Address:

301 North Wilmington Street
Raleigh, NC 27601-1058

Mailing Address for CDBG Economic Development:

Mail Service Center:

4346 Mail Service Center
Raleigh, NC 27699-4346

Street Address:

301 North Wilmington St.
Raleigh, NC 27601-1058

Please note that if you are using UPS, FedEx, or a similar delivery service, do not send it to the Mail Service Center- use the street address.

Should you have any questions about the APR, please contact your Grants Management Representative. CDBG Economic Development grantees can contact Jayne Langston at (919) 814-4677 or by email at Jayne.langston@nccommerce.com. Should you have any questions about Section 3, Fair Housing, Section 504, or LAP reporting requirements, please contact the Compliance staff at compliance@nccommerce.com or 919-814-4679. If you have any questions about CDBG Infrastructure grants, please contact Colleen Simmons at (919) 441-9378 or colleen.simmons@ncdenr.gov.

Thank you for your attention and cooperation